



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/D"

KASES Network Memo No. 19

TO: Staff, Division of Child Support Enforcement
All IV-D Agents

FROM: Steven L. Blank, Director *SLB*
Division of Child Support Enforcement

DATE: July 21, 1993

SUBJECT: Procedure for Printing the IV-D Caseload Listing

A master list of all IV-D cases has been developed in order for workers to have a composite listing of all their IV-D cases. The list is called the KASES Master List and is stored in the Report Management and Distribution System (RMDS) file.

The KASES Master List includes the worker identification number, IV-D case number, MPI number, payor name, payee name, and case process status. IV-D cases are sorted by alpha payor order under the responsible worker identification number. The KASES Master List is updated every Monday.

Area caseworkers and contracting officials can print the IV-D caseload they are responsible for by accessing the RMDS file.

The RMDS file is accessed by selecting either option G (RMDS) or option K (KYNET) from the Kentucky Statewide Network Menu.

The procedure for signing on to RMDS and using the KASES Master List to print caseloads is attached to this memo. Each step of the procedure is explained with an example of the specific screen and the instructions for completing that screen.

A list of Program Function (PF) keys used to perform certain functions on RMDS is also attached to this memo.

DCSE STAFF AND CONTRACTING OFFICIALS WHO HAVE NOT IMPLEMENTED KASES ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors
IV-D Agents - Compliance Analysts

SIGN-ON: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM

USERID	====>	(REQUIRED)
PASSWORD	====>	(REQUIRED)
NEW PASSWORD	====>	
VERIFY PASSWORD	====>	(MUST MATCH NEW PASSWORD)
GROUP	====>	
ACCOUNT	====>	

SELECT LANGUAGE	====>	1 = ENGLISH
		2 = JAPANESE

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PRESS PF3 TO EXIT

- TYPE IN YOUR USER IDENTIFICATION AND PASSWORD IN THE USERID AND
PASSWORD FIELDS.
- PRESS ENTER.
THE RMDS MAIN MENU WILL APPEAR.

MAIN MENU: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM
SELECT OPTION ==>

I - LIST REPORT NAMES	TIME - 13:01:55
N - REFRESH LIST OF REPORT NAMES	DATE - 06/14/93
V - LIST VERSIONS OF A REPORT	- 93.165
D - DISPLAY REPORT PAGES	
P - PRINT REPORT PAGES	
X - END RMDS SESSION	
Z - END RMDS SESSION AND SAVE USER DATA	

REPORT NAME ==> (REQUIRED FOR V, D, OR P)
REPORT DATE ==> / / (YY/MM/DD)
REPORT TIME ==> : : (HH:MM:SS)

SELECT DISPLAY FORMAT ==> ALT (PRIM FOR 24 BY 80 FORMAT)
(ALT FOR MAX SUPPORTED BY TERMINAL)

REPORT PASSWORD ==>

PRESS PF3 TO EXIT
==>

- TYPE THE LETTER "D" IN THE SELECT OPTION FIELD. THEN PRESS THE CARRIER RETURN KEY TO ADVANCE TO THE NEXT FIELD.
- TYPE "HR CSE KASES MASTER LIST," THE NAME OF THE REPORT USED FOR PRINTING CASELOADS, IN THE REPORT NAME FIELD.
- PRESS ENTER.
THE KASES MASTER LIST TABLE OF CONTENTS SCREEN WILL DISPLAY.

COMMAND ==>

SCROLL ==> FULL

-----1-----2-----3-----4-----5-----6-----7-----						
COUNTY	PAGES					
001	1	6				
002	7	11				
003	12	16				
004	16	18				
005	19	25				
006	26	31				
007	32	61				
008	62	79				
009	80	89				
011	90	99				
013	100	112				
014	113	118				
015	119	130				
016	131	132				
017	133	139				
018	140	149				
019	150	178				
020	179	180				
021	181	185				

THE KASES MASTER LIST TABLE OF CONTENTS DISPLAYS COUNTY OFFICE CODES AND THE PAGE NUMBERS OF EACH COUNTY OFFICE'S CASELOAD. THE TABLE OF CONTENTS IS USED TO SEARCH FOR AREA WORKER AND CONTRACTING OFFICIAL IV-D CASELOAD LISTS.

TO LOCATE THE IV-D CASELOAD YOU ARE RESPONSIBLE FOR, COMPLETE THE INSTRUCTIONS SHOWN BELOW.

- PRESS PF8 TO SCROLL DOWN TO YOUR COUNTY OFFICE CODE IF IT IS NOT SHOWN ON THE FIRST PAGE OF THE TABLE OF CONTENTS.
- TYPE THE LETTER "P" AND HIT SPACE BAR; THEN TYPE THE BEGINNING PAGE NUMBER OF YOUR OFFICE CASELOAD IN THE COMMAND FIELD.
(EXAMPLE: P 182)
- PRESS ENTER.
THE KASES MASTER LIST WILL DISPLAY ON THE PAGE YOU DESIGNATED FOR YOUR OFFICE CASELOAD.

HR CSE KASES MASTER LIST

06/08/93 12:01:37

PAGES 1917/3714

COMMAND ==>

SCROLL ==>FULL

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

KASES MASTER LISTING

WORKER

IVD

MPI

PAYOR

THIS SCREEN DISPLAYS THE WORKER IDENTIFICATION NUMBER, IV-D CASE NUMBER, PARTICIPANT MPI NUMBER, AND PAYOR NAME. WORKER IDENTIFICATION NUMBERS ARE LISTED CONSECUTIVELY. PRESS PF7 TO SCROLL UP TO BE SURE YOU ARE ON THE BEGINNING PAGE OF YOUR OFFICE CASELOAD LISTING.

FOLLOW THE INSTRUCTIONS SHOWN BELOW TO FIND YOUR CASELOAD LISTING.

- TYPE THE LETTER "F" AND HIT SPACE BAR; THEN TYPE SINGLE QUOTATION MARK, YOUR WORKER IDENTIFICATION NUMBER, SINGLE QUOTATION MARK IN THE COMMAND FIELD. (EXAMPLE: F '450X003')
- PRESS ENTER.
THE FIRST PAGE OF YOUR IV-D CASELOAD WILL DISPLAY. THE SYSTEM SETS THE CURSOR ON THE FIRST CASE IN YOUR CASELOAD.

-----1-----2-----3-----4-----5-----6-----7-----+

KASES MASTER LISTING

- PAGE NUMBERS ARE DISPLAYED AT THE TOP RIGHT CORNER OF THE KASES MASTER LIST SCREEN. THE FIRST NUMBER IN THE PAGES FIELD INDICATES THE FIRST PAGE OF THE CASELOAD TO BE PRINTED. THE SECOND NUMBER INDICATES THE TOTAL NUMBER OF PAGES IN THE KASES MASTER LIST FILE. TO LOCATE THE ENDING PAGE NUMBER, PRESS PF8 TO SCROLL DOWN TO THE BOTTOM OF THE CASELOAD.

AFTER NOTING THE PAGE RANGES OF THE CASELOAD, FOLLOW THE STEPS LISTED BELOW TO PRINT THE IV-D CASELOAD.

- PAGE 6

PRINT: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM
REPORT NAME: HR CSE KASES MASTER LIST
REPORT DATE: 06/08/93 REPORT TIME: 12:01:37

SELECT OPTION ==>

- N - PRINT ON NETWORK PRINTER
- D - PRINT ON 6670 (VIA BATCH JOB)
- S - PRINT ON SYSTEM PRINTER (VIA BATCH JOB)

NETWORK PRINTER ID ==> (OPTION N ONLY)

SPECIFY PAGE RANGES:

FROM	TO	FROM	TO	FROM	TO	FROM	TO
1917	1934	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----	-----	-----

HEADER PAGE INFORMATION (OPTIONAL)

==>
==>
==>
==>

- TYPE THE LETTER "N" IN THE SELECT OPTION FIELD. THEN PRESS THE CARRIER RETURN KEY TO ADVANCE TO THE NEXT FIELD.
- TYPE THE IDENTIFICATION CODE OF THE NETWORK PRINTER YOU WANT TO DIRECT YOUR PRINTING TO IN THE NETWORK PRINTER ID FIELD. THEN PRESS THE CARRIER RETURN KEY TO ADVANCE TO THE NEXT FIELD.
- ENTER THE PAGE NUMBERS OF THE CASELOAD YOU WANT TO PRINT BY TYPING OVER THE NUMBERS IN THE FROM AND TO FIELDS. (THIS STEP IS NOT NECESSARY IF THE PAGES WERE MARKED FOR PRINTING.)
- PRESS ENTER.
THE SYSTEM CONFIRMS THE PRINT REQUEST AND RETURNS TO THE RMDS MAIN MENU.

CHECK TO BE SURE YOU HAVE SPECIFIED THE CORRECT PAGE NUMBERS IN THE PAGE RANGE FIELDS BEFORE CONFIRMING THE PRINT REQUEST. IF YOU ACCIDENTLY SEND THE ENTIRE REPORT OR AN EXTREMELY LARGE NUMBER OF PAGES, CALL NETWORK CONTROLL EXTENSION 7576 TO STOP THE PRINT REQUEST.

PF KEY DEFINITIONS: REPORT MANAGEMENT AND DISTRIBUTION SYSTEM

PF1 HELP	PF2 FIX/FREE	PF3 EXIT
PF4 RESUME	PF5 REPEAT FIND	PF6 NOTE
PF7 SCROLL UP	PF8 SCROLL DOWN	PF9 CONTEXT
PF10 SCROLL LEFT	PF11 SCROLL RIGHT	PF12 PAGE

TYPE R IN THE COMMAND LINE AND PRESS PF3 TO RETURN TO THE MAIN MENU.

ENTER/PF11 = MORE HELP
PF7 = DISPLAY HELP MENU

PF3 = EXIT HELP
PF10 = RETURN TO PREVIOUS PANEL

